



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SPECIAL EDUCATION CONSULTANT	39	A	5.239

DEFINITION OF THE CLASS:

Under general supervision of the director, provides consultative services and leadership to local school district personnel and other agencies in planning, developing, implementing, and evaluating special education programs; arranges placement of students with handicaps in appropriate educational programs when suitable programs are not available within the student's district/state; coordinates implementation of due process/appeal/ complaint/mediation procedures; and performs related work as required.

EXAMPLES OF WORK:

(The following is used as a partial description and is not restrictive as to duties required.)

Provide leadership, technical assistance, and support for a variety of special education programs to enhance the educational opportunities available to individuals with handicaps which involves activities such as: acquiring information on current practices and innovations in the field of special education; reviewing regulations, policies and legal issues; assembling committees comprised of individuals with expertise in special education programs, service providers, and parents of individuals with handicaps to establish objectives and develop a program plan; developing informational materials, policies and procedures, and training materials; conducting training and/or identifying instructors and arranging training programs for district personnel; monitoring and reporting program results.

Manage grant programs to ensure funds are distributed and expended according to guidelines by preparing and submitting federal grant applications; preparing and distributing information and application packets regarding available funds; providing technical assistance to applicants; reviewing applications for compliance with guidelines; obtaining approval for applications through a committee process; authorizing and tracking disbursements of funds to subgrantees; monitoring subgrantees for compliance with the implementation plan; obtaining project reports from subgrantees; preparing an annual report for grant program activities.

Manage the out-of-district/state program in order to provide for the education and care of students with handicaps when an appropriate special education program is not available within the student's school district. This is accomplished by: reviewing the application for benefits received from the board of trustees of the local school district, searching for an appropriate educational program which meets the requirements of the student's individualized education program; presenting student information and placement options to the Interagency Youth Resource Panel for discussion and recommendation; recommending acceptance or denial of the application for benefits and communicating the rationale for each placement; functioning as a liaison among the parents, district and approved placement facility; developing, monitoring, and enforcing the contract for educational services to ensure all provisions of the individualized education program are met; authorizing payment of invoices; monitoring program expenditures; facilitating the return of the student to the district by training staff in involved districts, recruiting appropriate personnel to provide for students with specific handicapping conditions and coordinating service/ program availability within a designated district or state.

EXAMPLES OF WORK: (cont.)

Review the State Plan for implementation of the Education of All Handicapped Children Act (P.L. 94_142) and modify the plan as necessary to ensure federal funds received for the education of individuals with handicaps are expended in a manner consistent with the goals of the Act and in compliance with state and federal regulations. This process includes: reviewing federal regulations and guidelines which prescribe the content of the State Plan for new regulations or interpretations; developing and incorporating changes into the plan which describe State policies, procedures, and plans for implementation; conducting public hearings to acquire comments on the proposed changes; presenting the State Plan to the State Board of Education for approval.

Implement monitoring procedures for special education programs to ensure school districts and other agencies in the State providing special education services are in compliance with all applicable state and federal regulations in the areas of child identification, parental involvement, confidentiality, procedural safeguards, protection in evaluation, individualized education programs, participation in regular education programs and comprehensive system of personnel development. This includes providing technical assistance and guidance to districts involved in the program effectiveness and self-monitoring phases of the comprehensive program review process and implementing the state compliance monitoring phase for scheduled district by: selecting and training a compliance team; reviewing each district's local plan, prior year monitoring reports, procedure and policy manuals, special education forms and self-monitoring reports; interviewing district personnel and parents during on-site visits; reviewing selected student records; developing a district compliance profile and negotiating corrective action plan if necessary; verifying implementation of corrective action plan; reporting compliance activities and results to agency personnel.

Upon requests from local school districts, provide technical assistance in assigned areas of exceptionality by acquiring and disseminating information regarding the best promising practices and research in assigned area of exceptionality and providing or facilitating in-service training for district personnel.

Provides information and technical assistance to school districts, parents, and agency staff regarding state and federal regulations governing special education by reading and researching current regulations, publications, and court cases; assessing the effect new or revised regulations and court decisions will have on current policies and programs; developing, updating and distributing informational materials to affected individuals.

Facilitates implementation of due process/appeal/complaint/mediation procedures to resolve disputes regarding the educational rights of individuals with handicaps in accordance with state and federal regulations. This is accomplished by reviewing the request for hearing received from parents or a public educational agency to assure a hearable issue is identified; presenting the case to the director for acceptance and appointment of a hearing/review officer or investigation team; notifying all parties involved of the appointment and aiding parties in accessing needed materials; recruiting and training hearing and review officers for the State.

Conducts complaint investigations as requested by local school districts by conducting an on-site visit to interview all parties and review all programs and files that are pertinent to the complaint; researching applicable state and federal regulations; preparing a formal report outlining violations and corrective actions; verifying corrective action is implemented.

Collects, synthesizes, and analyzes data to ensure the capacity exists to report and utilize data for a variety of purposes. This includes developing data collection instruments, instructing others in their use, and facilitating the storage, analysis and retrieval of data through the use of information systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of federal and state laws and regulations pertaining to special education and their relationship to other federal and state statutes. Working knowledge of current regulations of licensure. Working knowledge of federal grant requirements and state requirements under fiscal program authority. Working knowledge of work program authority and the systematic tracking of expenditures. Working knowledge of requirements of complaint investigations. Working knowledge of the comprehensive program review process. Working knowledge of existing state agency programs. Working knowledge of basic accounting procedures for grants management. Working knowledge of data collection reporting requirements. General knowledge of computer hardware and software to facilitate data collection requirements.

Ability to facilitate and assist local school districts or agencies to submit applications within established timelines. Ability to establish grant review system to approve, negotiate or deny applications. Ability to facilitate the design and development of a tracking system that will meet multi-agency needs. Ability to anticipate budget requests and needs throughout the state. Ability to prepare statistical information as it relates to special education cost, entitlements, and numbers served in the state.

Skill in financial planning and budget preparation and administration.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of regular and special education programs and issues. Working knowledge of current education trends in educating a variety of students with handicapping conditions.

Ability to facilitate group discussion of identification of issues, concerns, questions, and proposed solutions. Ability to organize a group with varying opinions towards achieving consensus. Ability to write technical, grammatically correct, timely grant applications in compliance with department policies. Ability to work as a team member to facilitate a common goal. Ability to interact with regional and national personnel toward obtaining maximum information and future contacts. Ability to provide detailed training with large and small groups of people. Ability to communicate with parents and all levels of district and state personnel regarding implementation of federal regulations and laws and current trends in special education and teaching techniques. Ability to speak under pressure to groups and the media to provide information and persuade others to form opinions and take action. Ability to set up, conduct and carry out purposes of meetings, including appropriate evaluation strategies. Ability to meet established deadlines with quality products. Ability to analyze pertinent information from liaison team leaders, national consultants and research; and synthesize this information into a clear, concise verbal and/or written report. Ability to effectively grasp new information and material on a wide variety of subject areas. Ability to provide technical information in a clear, precise manner to be used by professionals or parents. Ability to effective interview professional educators and parents.

EDUCATION AND/OR WORK EXPERIENCE:

Master's degree in education or closely related field from an accredited college or university (transcripts required at time of application) and three years of professional teaching experience, or professional experience in a related specialty area which demonstrates possession of the entry level knowledge, skills and abilities.

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

OPTION NOTE: Options within this class will be designated at the time positions are classified. Positions in this class may require specialized education and experience which will be identified at the time of recruitment.

LICENSE:

Possession of a conditional license to teach in Nevada is required at the time of appointment. Employees must maintain license for continuing employment in this class.

OR

Possession of other appropriate credential in an appropriate area of employment. Maintenance of such credential is required for continuing employment.

FINGERPRINT: The selected candidate may be required to submit fingerprint cards and release forms to access information on matters relating to criminal activities involving children. The hiring agency is NOT responsible for payment of administrative and/or processing fees.

TRAVEL: Required to travel to metropolitan, rural and remote locations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED: 7/1/91P
7/6/90PC